



Centre Name: Rhyl High School
Centre Number : 68159

EXAMINATIONS 2025 - 2026

Guidance for Students & Parents/Carers

Darryl Vickers
(Examinations Officer)

School Telephone Number: 01745 343533

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****Whilst it is important for you to take note of the whole document, it is of particular importance that you take notice of Information for Candidates pages
PLEASE go through these with your child**

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Information for Candidates **

Introduction

It is the aim of Rhyl High School to make the examination experience as stress-free and successful as possible for all candidates.

Hopefully, this booklet will prove informative and helpful for both students and parents/carers. Please read it carefully, so that you are aware of the examination regulations and the procedures to follow in the event of any problems occurring.

The Awarding Bodies (or Examination Boards) set down strict criteria which **must** be followed for the conduct of examinations and Rhyl High School is required to follow them precisely. Therefore, you should pay particular attention to the **INFORMATION for CANDIDATES** that is printed on the following pages.

Some of the questions you may have are answered at the back of this booklet. **If there is anything you do not understand or have any questions that have not been addressed, PLEASE ASK.**

If you have any queries or need help or advice at any time before, during or after the examinations please contact the Examinations Officer:

Darryl Vickers on 01745 343533

Before the Examinations

Provisional Timetable

- All candidates receive a Provisional Timetable from school indicating the subjects they are being entered for and the levels of entry, where applicable. Please check that these are correct. Some subjects only have one tier of entry and others may have Foundation, Intermediate or Higher tier. You must check everything on your provisional timetable very carefully. Particularly check that all personal details (date of birth, spelling of names etc.) are accurate as these will appear on certificates and it may be difficult to change them once certificates are awarded.
- **Only legal names will be used to make entries and will be shown on certificates.**

Candidate Number (Exam number)

- Each candidate has a four-digit candidate (Exam) number. This number is the number you will enter on examination papers. It will appear next to your name on seating plans and examination registers. Your Candidate Number is also printed on your individual timetable.

UCI

- In addition to a candidate number, each candidate must have a Unique Candidate Identifier. This consists of 12 numbers and 1 letter, which is shown on the top of timetables. This number will usually begin with the Centre Number (68159) unless you have transferred from another school that had already issued your UCI. Your UCI is used for administration purposes and it is not necessary for you to remember it.

Timetables

- If candidates have a clash, where two subjects are timetabled at the same time, the school will make special arrangements for these candidates only. You must check your individual timetable where altered times will appear and see Darryl Vickers if you are unsure what to do. If you think there is a clash on your timetable that has not been resolved, please see Darryl Vickers immediately.

Contact Numbers

- Please ensure that the school has at least two up-to-date contact numbers for you.

Equipment

- Make sure you have all the correct equipment before your examinations. Check the regulations in the **INFORMATION FOR CANDIDATES** and the information on the following pages. Calculators should have no outer cases/ lids or covers attached. These should be removed.

During the Examinations

Examination Regulations

- A copy of the **INFORMATION FOR CANDIDATES**, which is issued jointly by all examining boards, is printed in this booklet. All candidates must read this carefully and note that to break any of the examination rules or regulations could lead to disqualification from all subjects. The school must report any breach of regulations to the Awarding Body.

Attendance at Examinations

- **Candidates are responsible for checking their own timetable** and arriving at school on the correct day and time, properly dressed and equipped. Full school uniform must be worn by all

students attending school for examinations. Please wait quietly outside your exam room until you are invited to enter by the Examination Invigilators.

Candidates who arrive late for an examination within a specified time may still be admitted if the school is satisfied that the security of the examination paper has not been breached.

- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times.

You must either use a see-through pencil case or clear plastic bag.

- Pens must be **BLACK** ink ballpoint (this is because some question papers are now marked electronically and any other ink does not scan into the computers making it impossible to mark your answer paper). No correction pens are allowed.
- For Mathematics and Science GCSE exams, students should make sure their calculators conform to the examination regulations. If in doubt check with your teacher. Remove any covers or instructions and make sure batteries are new.
- **Do Not** attempt to communicate with or distract other candidates.
- Examination regulations are very strict regarding items that may be taken into the examination room. If you break these rules you will be disqualified from the examination.
- **Mobile phones or a watch MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If a mobile phone (or any other type of electronic communication or storage device) is found in your possession during an examination **(even if it is turned off)** it will be taken from you and a report made to the appropriate Exam Board. No exceptions can be made.
- No food is allowed in the examination rooms. You may take water into the examination room, however, it must be in a clear plastic bottle, with a spill proof cap **and have all labels removed.**
- Please **do not** write on examination desks.
- **Do not** draw graffiti or write offensive comments on examination papers – if you do the Examination Board may refuse to accept your paper.
- Listen carefully to instructions and notices read out by the invigilators – there may be amendments to the exam paper that you need to know about.
- Check you have the correct question paper – check the subject, paper and tier of entry.
- Read all instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for the duration of the examination. You will not be allowed to leave an examination room early. If you have finished the paper use any time remaining to check over your answers and that you have completed your details correctly.
- At the end of the examination all work must be handed in – remember to cross out any rough work. If you have used more than one answer book or loose sheets of paper, place in the correct order inside your answer booklet. **Remember to write your candidate details on any extra answer booklets used.**
- Invigilators will collect your exam papers before you leave the room. Absolute silence must be maintained during this time. **Remember you are still under examination conditions until you have left the room.**
- Question papers, answer booklets and additional paper must **not** be taken from the exam room.

- If the Fire Alarm sounds during an examination, the Invigilators will tell you what to do. Don't panic. If you have to evacuate the room, you will be asked to leave in **silence** and in the order in which you are sitting. You will be escorted to a designated assembly point. Leave everything on your desk. You must not attempt to communicate with anyone else during the evacuation. When you return to the exam room do not start writing until the invigilator tells you to. You will be allowed the full working time for the examination and a report will be sent to the Awarding Body detailing the incident.

Invigilators

- The school employs external Invigilators to conduct the examinations. Students are expected to behave in a respectful manner towards all invigilators and follow their instructions at all times.
- Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required, and deal with any problems that occur during the examination. For example, if a candidate is feeling ill or if you need to speak to an invigilator, raise your hand and they will come to you.
- Please note that invigilators cannot discuss the examination paper with you or explain the questions.
- Students who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and members of the Senior Leadership Team.

Absence from Examinations

- If you experience difficulties during the examination period (e.g. illness, injury, and personal problems) please inform the school at the earliest possible point so we can help or advise you.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parents/carers in all cases where an application is to be made for special consideration.

- Please note that misreading the timetable will not be accepted as a satisfactory explanation of absence.

AFTER THE EXAMINATIONS

Notification of Summer Results

- **If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before results day.**
- **If you wish your results to be mailed, you will need to provide us with a stamped addressed envelope before the end of your exams.**
- No results will be given out by telephone under any circumstances.

Post Results

- If you need post results advice, staff will be available on Results day.

Certificates

- Certificates will not be given to anyone other than the candidate, without the candidate's written authorisation. **PLEASE REMEMBER TO COLLECT.**

- Rhyl High School is only obligated to keep certificates for a period of 12 months after issue. If candidates do not collect their certificates within this time (or if they lose their certificates) they can only be replaced by direct application to the appropriate examination boards. This will require proof of identity (such as a birth certificate) and a substantial fee per examination board. You are therefore urged to collect your certificates, as soon as possible, and to keep them safe.

FREQUENTLY ASKED QUESTIONS

Q. What do I do if there's a clash on my timetable?

- The school will re-schedule papers internally (on the same day) where there is a clash of subjects. Candidates will normally sit one paper then have a break during which they will be supervised and must not have any communication with other candidates. They will then sit the second subject paper. Correct times should be on your individual candidate timetable. It may be necessary for you to bring a packed lunch if you have exams in the morning and afternoon as you will have to remain in isolation until both examinations are completed. If in doubt consult the Examinations Officer.

Q. What do I do if I think I have the wrong paper?

- Invigilators will ask you to check before the exam starts. If you think something is wrong put your hand up and tell the invigilator immediately.

Q. What do I do if I forget my Candidate Number?

- Candidate Numbers (Exam number) are printed on seating plans, which are displayed outside the examination rooms, and on attendance registers. Invigilators will be able to help you find your number. Your Candidate Number is also printed on your individual timetable.

Q. What do I do if I forget the School Centre Number?

- The Centre Number is: **68159**. It will be clearly displayed in the examination rooms. It is also printed on your individual timetable.

Q. What do I do if I have an accident or am ill before the exam?

- Inform the school at the earliest possible point, so we can help or advise you. In the case of an accident that means you are unable to write it may be possible to provide you with a scribe to write your answers, but we will need as much prior notice as possible. The same examinations rules apply in these cases.
- You will need to obtain medical evidence (from your GP or hospital) if you wish the school to make an appeal for Special Consideration on your behalf (see below).

Q. What is an Appeal for Special Consideration?

- Special Consideration is an adjustment to the marks or grades of a candidate who is eligible for consideration. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Parents/carers should be aware that any adjustment is likely to be small and no feedback is ever provided. Candidates will only be eligible for Special Consideration if they have been fully prepared and covered the whole course but performance in the examination or in the production of course work is affected by adverse circumstances beyond their control. Examples of such circumstances may be illness, accident or injury, bereavement, domestic crisis. The Examinations Officer must be informed immediately, so that the necessary paperwork can be completed (within 7 days of the last exam session for each subject) and the candidate will be required to provide evidence to support such an application.

Q. What do I do if I feel ill during the exam?

- Put your hand up and an invigilator will assist you. You should inform an invigilator if you feel ill before or during an exam and you feel this may affect your performance.

Q. If I'm late can I still sit the examination?

- Provided you are not more than 1 hour late (or arrive before the end of the examination in cases where the exam is less than an hour long), it **may** still be possible for you to sit the examination. You should get to school as quickly as possible and report to Reception. A member of staff will

escort you to the exam room. You **must not enter** an examination room without permission after an examination has begun.

- You should also be aware that if you start the exam more than 1 hour after the published starting time, the school must inform the Exam Board and it is possible that the Board may decide not to accept your work. Please ensure that you allow enough time to get to school, so that if you are delayed (e.g. through transport problems) you will still arrive on time.

Q. If I miss the examination can I take it on another day?

- **No.** Timetables are regulated by the Exam Boards and you **must** attend on the given date and time.

Q. Do I have to wear school uniform?

- Yes, Normal school regulations apply to uniform, hair, jewellery, make-up etc.

Q. What equipment should I bring for my exams?

- For all exams you should bring at least 2 pens (black ink only).
- For Science modules a calculator may be required.
- For Mathematics -pencils **must** be used for diagrams and a calculator will be required for one of the papers.
- **MOBILE PHONES MAY NOT BE USED AS CALCULATORS**
- For most exams you may need a 30cm ruler (marked with cm and mm), pencil sharpener, eraser, compasses, protractor, coloured pencil crayons (not gel pens).
- You are responsible for providing your own equipment for examinations. You must not attempt to borrow equipment from another candidate during the examination.

Q. What items are not allowed into the examination room?

- Only material that is listed on question papers is permitted in the examination room and students who are found to have any material with them that is not allowed will be reported to the appropriate Examinations Board. In such circumstances, a student would normally be disqualified from the paper or the subject concerned.
- Bags and coats and any other items not permitted under examination regulations must be left at the back of the room.
- No food is allowed in the exam room.
- The only drink allowed in the exam room is water, which must be in a clear plastic bottle with no labels on.

Q. Why can't I bring my mobile phone or a watch into the exam room?

- Being in possession of a mobile phone or a watch (or any other electronic communication device e.g. iPod, iWatch, Smartwatches, headphones) is regarded as cheating and is subject to penalties from the Awarding Bodies – **even if it is switched off.**
- If you bring a mobile phone to school, you must ensure that all alarms are disabled, the phone is switched off and handed into an invigilator before you take your seat. **Do not** leave the phone in your bag or in a pocket. You are responsible for collecting your phone at the end of the examination.
- If a phone rings during the exam, wherever it is in the room – even if it is in your bag at the back of the room, the exam board must be informed.

Q. How do I know how long the exam is?

- The length of the examination is shown in minutes on your individual timetable under the heading 'length of exam'. Invigilators will tell you when to start and finish the exam. They will write the finish time of the exam on a board or large piece of paper fixed to the wall at the front of the exam room. There will be a clock in all the examination rooms.

Q. Can I leave the exam early?

- No. It is not the school's policy to allow candidates to leave the exam room early, as this is disruptive to other candidates. A candidate may not leave the examination's room without the permission of the invigilators.

Q. What do I do if the fire alarm goes off?

- The invigilators will tell you what to do. Do not panic and do not move until told to do so. If you have to evacuate the room leave everything on your desk and leave the room in silence. You must not attempt to communicate with any other candidates during the evacuation.

Q. Can I go to the toilet during the exam?

- Only if it is absolutely necessary. You will be escorted by an invigilator and will not be allowed any extra time. It is strongly advised that you use the toilet before the examination starts.

Q. If I have more than one exam on a day can I get lunch at school?

- Students who have examinations in both the morning and afternoon sessions may obtain lunch from the canteen in the usual way or bring a packed lunch.

Q. Why do I need to check the details on the Provisional Timetable?

- The details on your provisional timetable will be used when certificates are printed. If the name or date of birth on your certificates does not match your birth certificate it could cause you problems if you are asked to show your certificates to a potential employer, for college or university at some time in the future. You should also check that the subjects and tiers of entry you are entered for are correct and that no subjects are missing.

Q. I am entitled to extra time – how will this affect the way I take my exams?

- Some students receive an allowance of 25% extra time. You will be informed of this before your first examination. Where possible such candidates will be seated together to minimise disturbance from other candidates who finish earlier. Invigilators will be aware of students entitled to extra-time. The extra time is also shown on your individual timetable.

Q. Can I use AI?

- At RHS we currently do not promote or accept the use of AI for completion of examination or NEA/coursework-type assessments- simply put, we have a blanket ban on the use of AI for external exams, coursework and NEAs etc. Any witnessed or reported event of the use of AI will lead to a full investigation as per the malpractice procedures. This is made clear to candidates via multiple information sources including the Student Exams Information Booklet, and, as part of normal faculty/department teaching and learning expectations.

If there are any queries do not hesitate to contact Darryl Vickers
(Examinations Officer)
01745 343533

Warning to candidates



 AQA	 City & Guilds	 CCEA	 NCFE	 OCR	 Pearson	 WJEC
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1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.

6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

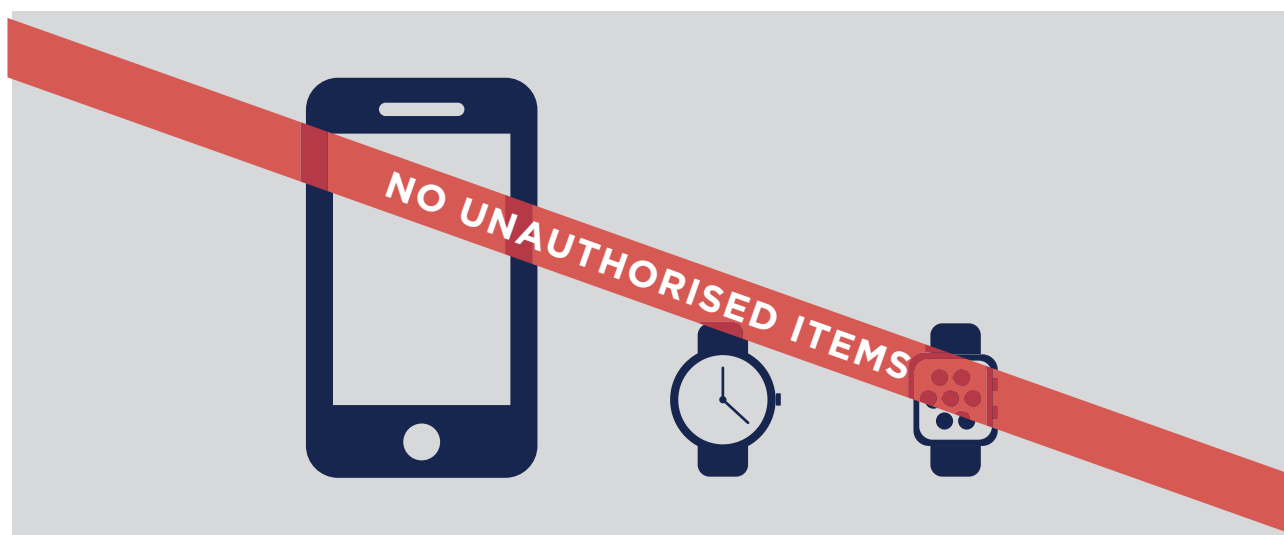
7

If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

NO MOBILE PHONES NO WATCHES

**NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL SOURCES OF INFORMATION**



**Possession of unauthorised items, such as a mobile phone
or any watch, is a serious offence and could result in**

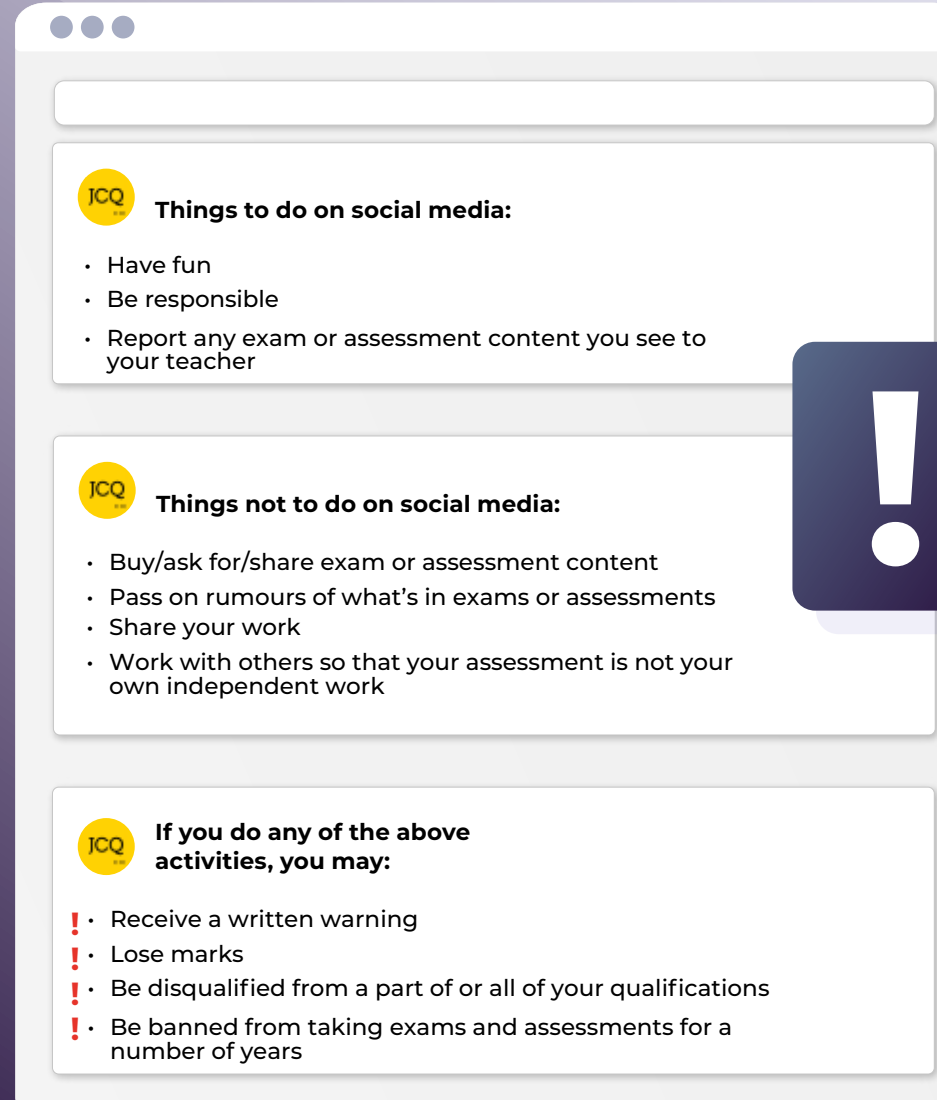
DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

While we like to share our experiences online, when it comes to exams and other assessments, we have to be careful.

- Sharing ideas online can be helpful when you're studying or revising
- However, sharing certain information (see information on the right) can break the rules and could affect your results
- If you're not sure what you can and can't discuss online, check with your teacher
- If you receive exam content on social media, you must tell your teacher
- Don't be caught out by scammers selling fake exam papers


Things to do on social media:

- Have fun
- Be responsible
- Report any exam or assessment content you see to your teacher


Things not to do on social media:

- Buy/ask for/share exam or assessment content
- Pass on rumours of what's in exams or assessments
- Share your work
- Work with others so that your assessment is not your own independent work


If you do any of the above activities, you may:

- ! • Receive a written warning
- ! • Lose marks
- ! • Be disqualified from a part of or all of your qualifications
- ! • Be banned from taking exams and assessments for a number of years

Please take the time to familiarise yourself with the JCQ rules:
[jqc.org.uk/exams-office/information-for-candidates-documents](https://www.jcq.org.uk/exams-office/information-for-candidates-documents)



Joint Council for
Qualifications^{CIC}

Information for candidates

Written examinations

With effect from 1 September 2025

Produced on behalf of:



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**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
- 4 You **must not** take into the exam room any unauthorised material, including:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) watches.

Any pencil cases taken into the exam room **must** be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to sanctions and possible disqualification.

- 5 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.
- 6 **Do not** talk to or try to communicate with or disturb other candidates once you have entered the exam room.
- 7 You **must not** write inappropriate, obscene or offensive material.
- 8 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.
- 9 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

- 1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
- 2 If you arrive late for an exam, report to the invigilator running the exam.
- 3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
- 4 Only take into the exam room the pens, pencils, erasers and any other permitted equipment needed for the exam.
- 5 You **must** write clearly and in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc, unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spellcheckers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in its memory;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the exam room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;
 - (b) the question paper is incomplete or badly printed;
 - (c) you think you have not been given the expected access arrangement(s).
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet. **Do not** open the question paper until you are told that the exam has begun.
- 5 Remember to write your answers within the designated sections of the answer booklet.
- 6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

- 1 If, on the day of the exam, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the exam if:
 - (a) you have a problem and are not sure what you should do;
 - (b) you do not feel well;
 - (c) you need more paper.
- 3 **You must** not ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

- 1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.

- 2 **Do not** leave the exam room until told to do so by the invigilator.
- 3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets (used or unused), rough work or any other materials provided for the exam.



Joint Council for
Qualifications^{CIC}

Information for candidates

On-screen tests

With effect from 1 September 2025

Produced on behalf of:



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**This document has been written to help you.
Read it carefully and follow the instructions.**

If there is anything you do not understand ask your teacher.

A. Regulations – Make sure you understand the rules

- 1** Be on time for your on-screen test(s). If you are late, your work might not be accepted.
- 2 Do not** become involved in any unfair or dishonest practice during the on-screen test.
- 3** If you try to cheat or break the rules in any way, you could be disqualified from all your exams.
- 4** Only take into the exam room the materials and equipment which are allowed for that exam.
- 5** You **must not** take into the exam room any unauthorised material including:
 - (a) notes;
 - (b) earphones or earbuds (e.g. AirPods), mobile phones, MP3/4 players or similar devices, smart glasses, tablets (e.g. iPads or iPods);
 - (c) a watch.

Unless you are told otherwise, you **must not** have access to:

- (d) AI tools, email, graphics packages or computer aided design software, portable storage media, e.g. floppy disks, CDs, memory sticks, social media sites, spreadsheets or the internet;
- (e) prepared templates.

Bringing unauthorised material into the exam room is breaking the rules, whether you intend to use it or not. You will be subject to sanctions and possible disqualification.

- 6 Do not** talk to, try to communicate with or disturb other candidates once you have entered the exam room.
- 7** If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.
- 8 Do not** borrow anything from another candidate during the on-screen test.

B. Information – Make sure you attend your on-screen test and bring what you need

- 1** Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.
- 2** If you arrive late for an on-screen test, report to the invigilator running the test.
- 3** If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.
- 4** Your centre will inform you of any equipment which you may need for the on-screen test.

C. Calculators, dictionaries and computer spellcheckers

- 1 You may use a calculator unless you are told otherwise.
- 2 If you use a calculator:
 - (a) make sure it works properly; check that the batteries are working properly;
 - (b) clear anything stored in its memory;
 - (c) remove any parts such as cases, lids or covers which have printed instructions or formulae;
 - (d) **do not** bring into the examination room any operating instructions or prepared programs.
- 3 **Do not** use a dictionary or computer spellchecker unless you are told otherwise.

D. Instructions during the on-screen test

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:
 - (a) you have been entered for the wrong on-screen test;
 - (b) the on-screen test is in another candidate's name;
 - (c) you experience system delays or any other IT issues;
 - (d) your access to the on-screen test has not been set up correctly;
 - (e) adjustments to the on-screen test have not been made for you, e.g. additional time has not been added, computer reading software or speech recognition software has not been uploaded.
- 3 You may be given a question paper or the instructions may be on screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are told that the exam has begun.

E. Advice and assistance

- 1 If, on the day of the on-screen test, you feel that your work may be affected by ill health or any other reason, tell the invigilator.
- 2 Put up your hand during the on-screen test if:
 - (a) you have a problem with your computer and are not sure what you should do;
 - (b) you do not feel well.
- 3 You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen test

- 1 Ensure that the software closes at the end of the on-screen test.
- 2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).
- 3 **Do not** leave the exam room until told to do so by the invigilator.
- 4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.



Joint Council for
Qualifications^{CIC}

Information for candidates

Non-examination assessments

Effective from 1 September 2025

Produced on behalf of:



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This document tells you about some things that you **must** and **must not** do when you are completing your work.

When you submit your work for marking, the awarding body will normally require you to sign an authentication statement confirming that you have read and followed the regulations.

If there is something that you do not understand, you **must** ask your teacher.

Preparing your work — good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher. They will then record the assistance given to you.

If you worked as part of a group on an assignment, for example undertaking field research, you **must** write up your **own account** of the assignment. Even if the information you have is the same, you **must** describe in your own words how that information was obtained. You **must draw your own conclusions from the data**.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

Take care of your work and keep it safe. **Do not** leave it lying around where your classmates can find it. **Do not** share it with anyone, including posting it on social media. You must always keep your work secure and confidential. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you do not need.

Do not be tempted to use any prepared or generated online solutions and try to pass them off as your own work – this is cheating. Electronic tools used by awarding bodies can detect this sort of copying.

You **must not** write inappropriate, offensive or obscene material.

Research and using references

In some subjects you will have an opportunity to do some independent research into a topic.

The research you do may involve looking for information in published sources, such as textbooks, encyclopedias, journals, TV, radio and on the internet.

You can demonstrate your knowledge and understanding of a subject by using information from sources, or generated from sources, which may include the internet and AI. Remember, though, information from these sources may be incorrect or biased. You **must** take care how you use this material - you cannot copy it and claim it as your own work.

Using information from published sources (including the internet) as the basis for your assignment is a good way to demonstrate your knowledge and understanding of a subject. You **must** take care how you use this material though - you **cannot** copy it and claim it as your own work.

The regulations state that:

‘the work which you submit for assessment **must** be your own’;

‘you **must not** copy from someone else or allow another candidate to copy from you’.

When producing a piece of work, if you use the same wording as a published source, you **must** place quotation marks around the passage and state where it came from. This is known as **referencing**. You **must** make sure that you give detailed references for everything in your work which is not in your own words. A reference from a printed book or journal should show the name of the author, the year of publication and the page number. For example: Morrison, 2000, p29.

For material taken from the internet, your reference should show the date when the material was downloaded and **must** show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: http://news.bbc.co.uk/onthisday/hi/dates/stories/october/28/newsid_2621000/2621915.stm, downloaded 5 February 2026.

Where computer-generated content has been used (such as an AI chatbot), your reference **must** show the name of the AI tool used and should show the date the content was generated. For example: ChatGPT 3.5 (<https://openai.com/blog/chatgpt/>), 25/01/2026. You should also reference the sources used by the AI tool in generating the content.

You **must** retain a copy of the question(s) and computer-generated content for reference and authentication purposes in a non-editable format (such as a screenshot) and provide a brief explanation of how you used it. This **must** be submitted with your work for final assessment so that your teacher can review the work, the AI-generated content and how it has been used.

You may be required to include a bibliography at the end of your piece of written work. Your teacher will tell you whether this is necessary. Where required, your bibliography **must** list the full details of publications you have used in your research, even where these are not directly referred to. For example: Curran, J. *Mass Media and Society* (Hodder Arnold, 2005).

If you copy the words, ideas or outputs of others and do not show your sources in references and a bibliography, this will be considered as cheating.

Plagiarism

Plagiarism involves taking someone else's words, thoughts, ideas or outputs and trying to pass them off as your own. It could also include AI-produced material. **Plagiarism is a form of cheating which is taken very seriously.**

Don't think you won't be caught; there are many ways to detect plagiarism.

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who will be very familiar with work on the topic concerned. They may have read the source you are using or even marked the work you have copied from.
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

Sanctions for breaking the regulations

If it is discovered that you have broken the regulations, one of the following sanctions will be applied:

- you will be awarded zero marks for your work;
- you will be disqualified from that component for the examination series in question;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which sanction is appropriate.

REMEMBER – IT’S YOUR QUALIFICATION SO IT NEEDS TO BE YOUR OWN WORK.



Joint Council for
Qualifications^{CIC}

Information for candidates

Coursework assessments

Effective from 1 September 2025

Produced on behalf of:



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Preparing your coursework – good practice

If you receive help and guidance from someone other than your teacher, you **must** tell your teacher. They will then record the nature of the assistance given to you.

Your parent/carer may provide you with access to resource materials and discuss your coursework with you. However, they **must not** give you direct advice on what should or should not be included.

If you worked as part of a group on an assignment, you **must each** write up your **own account** of the assignment. Even if the information you have is the same, the description of how that information was obtained and the conclusions you draw from it should be in your own words.

You **must** meet the deadlines that your teacher gives you. Remember – your teachers are there to guide you. Although they cannot give you direct assistance, they can help you to sort out any problems before it is too late.

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